T/V/M-3
3 December 1964

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Task Team V - Biographics

Minutes of third Meeting, 24 November 1964

Members or Their Representatives Present

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CIA	Mr.	
CIA	Mr.	
CIA	Mr.	
DIA	Mr.	
STATE	Mr. John Noonan
STATE	Mr. James E. Corcoran
ARMY	Mr. Paul Anderson
NAVY	Mr. Marvin E. Van Dera

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NSA	Mr.	
NSA	Mr.	
AIR FORCE	Lt. Col. Edmund M. Manning
AIR FORCE	Maj. Louis A. Gomes
I&NS	Mr. John L. Keefe
FBI	Mr. Earl W. McCoy
SS	Mr. Frank G. Stoner
CSC	Mr. Pearley Buck

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CSS	Mr.	

1.   The meeting was held at the ONI installation in the Fairmount Building, Arlington, Virginia. The first portion of the meeting consisted of a briefing by Mr. Van Dera on the Navy's conversion activity. Mr. Van Dera discussed, in some detail, the new punched card that is being produced for its four million plus index. The method by which the group has moved from a dossier-oriented storehouse to a dossier-plus-index holding was described. The fields on the punched card unit record were discussed. Mr. Van Dera also explained the special code sheet that is being set up for their Modus Operandi file. This will enable the Navy, in selected cases, to determine the names of persons who could qualify for certain categories of information such as type of felony, location, type of action (e.g., cutting cable), etc. Other subsystems such as CI and passport control were also mentioned briefly. At the end of the briefing, the Chairman thanked Captain Johnson, NCISC, and Mr. Van Dera for the explanation of the current Navy activities in the biographic field.

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2. The Chairman opened the meeting by asking for approval of the minutes of the last meeting. It was noted that several attendees including Mr. Noonan of Department of State, Mr. Van Dera of Navy, and Major Gomes of Air Force were not listed as attending. In addition, it was noted that ▆▆▆▆▆▆ of DIA was listed as attending when he was not present. The official record will reflect these corrections. With no other comments, the minutes of the second meeting on 12 November 1964 were approved as corrected.

3. The Team next considered the Terms of Reference and the proposed changes which were passed out to the members and which had been prepared by the Chairman after consultation with the Secretary and the Chairman of CODIB. The discussion first centered on the wording of the proposed Objective. The various definitions of biographic information were considered after which the group came to a mutual understanding of the words "biographic information". With this understanding, the group agreed on the following Objective:

"To identify means for improving the storage, retrieval and exchange of information from the major name files and related data files in the Intelligence Community".

It was agreed further that the fact finding portion of the Terms of Reference satisfactorily described the meaning of the word "information" referred to in the Objective.

4. The Team then turned its attention to the impact of adding paragraph 5 to the fact finding section. Considerable discussion insued concerning the relationship between the concepts of name searching, name finding, positive intelligence and counterintelligence. The Chairman proposed, in line with the added paragraph 5, that the Team address itself to the name searching activities before the name finding activities without drawing any distinction between counterintelligence and positive intelligence. After some discussion, this viewpoint was understood and agreed to by the group. With this understanding, the group approved the addition of the proposed paragraph 5 in the fact finding portion of the Terms of Reference. The Team also approved the addition of the words: "for more expeditious exchange of biographic information in" after the words "policy objectives" in the Recommendations paragraph. With these changes agreed upon , the Task Team concurred that the approved Terms of Reference, (attached herewith) be sent to CODIB for its consideration. At this point it was brought out that the Security Subcommittee under USIB wished to coordinate the Terms of Reference prior to their being referred to USIB. The Chairman and the Secretary agreed to check this out.

5. The Team next considered the facts being submitted by the various members of the Team. The Secretary noted those agencies that had not yet responded. Each indicated that the report was already available or soon forthcoming. The Chairman referred to the additional information requested in the minutes of the last meeting, paragraph 7. He pointed out that these figures should include such activities as the typing, verification and

filing of index cards as well as the searching, refiling and purging activities. The figure should also reflect all equipment, directly attributable to the index activities, including the storage equipment, typewriters, reproduction facilities, EAM equipment, communications equipment, etc. It was understood that the personnel and budget figures submitted by each agency should be general estimates and will be used only to derive a general picture of the community investment in name searching and name finding activities.

6. During the discussion, the DIA representative was requested by the Chairman to provide a brief summary of the DoD world-wide Biographic Intelligence Plan. In addition to a short verbal briefing, ▮▮▮▮ provided 25X1A the group with a copy of a report on the DoD Biographic Subcommittee Deliberations, dated 2 October 1964, excerpted from the DIA proceedings of the second World-wide Intelligence Production Management Conference, 28 September 1964.

7. During consideration of the various subjects, reference was made to the USIB policy on machine language preparation for member agencies index holdings. At this point the Secretary provided each member present with a copy of USIB-D-39.5/15 dated 3 August 1962 which states the USIB policy on this subject. It was pointed out that many agencies have not yet considered the implementation of the policy outlined therein.

8. The meeting closed by agreeing to meet again on 15 December 1964, 0930, at CIA Headquarters.

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Secretary

Attachment: Terms of Reference

T/V/W-2
27 November 1964

CODIB BIOGRAPHIC TASK TEAM V

Terms of Reference

A. OBJECTIVE

To identify means for improving the storage, retrieval and exchange of information from the major name files and related data files in the Intelligence Community.

B. FACT FINDING

1. Identify those large (e.g., one million cards) biographic indexes in the Government which are routinely consulted by intelligence agencies for their security or counter-intelligence content.

2. Concurrently with the above, identify those large (e.g., one million cards) biographic indexes routinely consulted by intelligence agencies for their foreign (positive) intelligence content.

3. Establish the following facts concerning each of the above.

   a. Size: number of cards, type of cards, single or multiple reference.

   b. Emphasis on types of personalities covered: e.g., percentage of foreign vs U.S. Citizens, scientists, military, political, Communist Party, Maritime, foreign intelligence services, agents, etc. This will include the "name finding" as well as the "name searching" activity.

   c. Number of names searched daily: Percentage of positive and negative responses, depth of search on name variants.

   d. Major users of indexes, proportion of requests from each.

   e. Methods of communicating requests and responses: Forms, memoranda, teletape, transceiver, data phone; security classification of requests and responses.

   f. Identifying data in conjunction with name normally included on index card.

   g. General description of input, maintenance and search processing.

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h. Current requirements for submission of requests.

i. Classification of the index.

4. Identify plans for mechanization of "name searching" activities (storage and search in a computer system).

5. Identify plans for mechanization of "name finding" activities. Determine if interagency problems exist in this area.

C. REVIEW

1. Examine costs, methodology and prospects for indexes now under-going mechanization.

2. Identify basic problems to be faced and policy decisions to be reached by each agency in planning for mechanization.

3. Identify those areas where format, methodology and equipment compatability is required or highly desirable in name checking to obtain optimum speed, quality and economy in automating query and response.